

CODE OF PROFESSIONAL ETHICS

I. Teachers and their Responsibilities:

Source (https://www.ugc.ac.in/pdfnews/5323630_New_Draft_UGCRegulation-2018)

Whoever adopts teaching as a profession assumes the obligation to conduct him/her in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his/her precepts and practice. The National ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient, and communicative by temperament and amiable in disposition.

Every faculty member should work within the university policies and practices to satisfy the vision and mission of the University. Code of Conduct for teaching is mainly governed by the SRM University, Statutes, Ordinances and UGC Regulation-2018.

1. Teachers should:

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
5. Maintain active membership of professional organizations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of the University and college examinations, including supervision, invigilation and evaluation; and
8. Participate in extension, co-curricular and extra-curricular activities including community service.

II: Teachers and the Students

Teachers should:

1. Respect the right and dignity of the student in expressing his/her opinion;
2. Deal fairly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
5. Inculcate among student's scientific outlook and respect for physical labor and ideals of democracy, patriotism, and peace,
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
7. Pay attention to only the attainment of the student in the assessment of merit;
8. Make available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop and understanding of our national heritage and national goals; and
10. Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race, or sex in their professional Endeavour.

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IV. Teachers and Authorities:

Teachers should:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
6. Should adhere to the conditions of contract;
7. Give and expect due notice before a change of position is made
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. Teaching and Non-Teaching Staff:

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution
2. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

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VI. Teachers and Guardians

Teachers should:

1. Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. Teachers and Society

Teachers should:

1. Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life;
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

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SRM UNIVERSITY DELHI-NCR, SONEPAT

Established under Haryana Private Universities Act 2006 as amended by Act no.8 of 2013 and recognized by
UGC u/s 2(f) of UGC Act, 1956

39, Rajiv Gandhi Education City, Delhi-NCR, Sonapat-131029, Haryana (India)
Tel : 0130-2203700-01 | Tollfree : 1800 180 1216 | Website : www.srmuniversity.ac.in

Code of Conduct for Non-Teaching/Administrative Staff

1. Code of Conduct for non-teaching staff is mainly governed by the SRM University Statutes, Ordinances.
2. All Staff members should display the highest possible standards of professional behavior.
3. They should be punctual and disciplined towards their work.
4. Every Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
5. All Staff members must refrain from any form of unlawful discrimination relating to gender/sexuality/age/marital status in their behavior towards their colleagues, teaching staff and students.
6. All members of the staff shall refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other department staff, and visitors at the college. The college has a zero-tolerance policy towards sexual harassment.
7. Respect the right and dignity of the student for assisting them any kind of help/guidance etc.
8. Speak respectfully and behave with politeness with every employee of the university. (The principal, teachers, students, visitors, parents etc.)
9. Staff should maintain the positive relationship with all colleagues & teaching staff and the students of the college.

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Code of Conduct for Students (Examination)

A. Code of conduct for Theory Examination

1. **Examination Department/ ERP will automatically decline assessment/ evaluation/ result, for those subjects/ students falling short of eligibility, even after release of Admit Card/ appearance in exam.**
2. The candidate shall write his/her Admit card/ registration number, subject code, subject title and date of the examination on the front page of his/her answer book before he/she starts answering the question paper. He/she shall also write down his/her registration number, on the question paper meant for / given to him/her.
3. The examination hall shall be opened each day at least 15 minutes before the scheduled time of commencement of examination. All the candidates must be in the examination hall by that time. No candidate, who is late by more than half an hour, shall be admitted to the examination hall (except for reasons/circumstances beyond his/her control- Contact Exam Superintendent)
4. When a candidate leaves the examination hall, he/she shall, before doing so, hand over his/her answer book to the Superintendent/ Invigilator concerned. After having left the hall as such, he/she will not be readmitted and no extra time shall be allowed to a candidate who arrives late in the examination hall.
5. The candidate shall not be permitted to leave before an hour after the distribution of question paper. **He/she will only be allowed to take the question paper with him/her after the exam is over.**
6. The candidate is required to bring his/her own pens (BLACK/BLUE ONLY) and is never allowed to tear of any leaf from his/her answer-books.
7. No candidate shall write answers or rough work on the question paper and his/her name / registration number on any page of the answer-book except the title page on which only Admit Card/ registration number is desired/allowed to be written in the relevant column.
8. The candidate shall show his/her valid identity card / admit card on demand and put his / her signature against his/her name in the attendance sheet when directed to do so by the Invigilator/Centre Superintendent, failing which he/she may not be admitted to the examination or if already so admitted he/she will be required to leave the examination centre forthwith.
9. If the candidate has not brought the Admit Card, he/ she can approach the Chief -Superintendent for getting the duplicate Admit Card after the payment of prescribed fees.
10. Candidate shall approach the office of the COE/Exam Dept., immediately for obtaining duplicate Admit Card.
11. The candidate is required to identify the seat number from the seating arrangement notice displayed outside the examination hall: identify the correct Hall Number from the display board before going to the examination hall. If the number is not displayed, contact the Chief-Superintendent immediately.

12. The candidate is requested to deposit his/her bags in the BAG DEPOSIT ROOM in the respective venue of Examination. DO NOT KEEP VALUABLE THINGS in the bag (University is not responsible)
13. Before entering into the hall, the candidate is expected to ensure himself/herself that, he/she does not possess mobile phones, programmable calculators, electronic gadgets, any material notes pertaining to the examination etc. as MOBILE PHONES / PROGRAMMABLE CALCULATORS OR ANY OTHER ELECTRONIC GADGETS ARE STRICTLY PROHIBITED INSIDE THE EXAMINATION HALL.
14. The candidate has to show his/her ADMIT CARD and IDENTITY CARD to the hall invigilator before entering into the hall
15. The candidate is forbidden to TALK / GESTURE inside the examination hall.
16. If the candidate is in the need of any data book, he/she has to ask for the same to the invigilator at the commencement of the examination. Do not write anything in the special materials issued.
17. The candidate is required to check whether he/she has collected the correct question paper with proper printing. If not so, the Hall invigilator must be intimated immediately.
18. DO NOT WRITE ANYTHING ON THE QUESTION PAPER OTHER THAN YOUR REGISTRATION NUMBER. WRITING ANY HINT OR NOTE IN THE QUESTION PAPER IS ALSO A KIND OF MALPRACTICE.
19. Do not tear any pages out of the answer book. Rough work may be done in the last page of the answer book. Clearly cross out rough working before handing over your answer book.
20. Stop writing when you are instructed to do so at the end of the examination and REMAIN SEATED UNTIL ALL ANSWER SHEETS HAVE BEEN COLLECTED and you are told that you may leave the hall.

Severe penalties apply (INCLUDING A FAIL IN THE SUBJECT/ CANCELLATION OF ALL SUBJECTS WRITTEN IN THE SEMESTER / DEBARRING FROM THE EXAMINATION AND POSSIBLE EXPULSION FROM THE UNIVERSITY), for misconduct, Unfair Means, cheating, possession of unauthorized materials, improper use of materials, and unauthorized removal of materials from examination rooms or ignoring the instructions given by supervisors/ invigilator.

B. Code of conduct for Practical Examination

The instructions given above under ‘theory examinations’, should be followed for practical examinations also, wherever they are relevant. Some additional instructions are given under:

1. Bring your own calculators, scale, pencil, rubber etc. on the day of exam.
2. Report 15 mins prior to the commencement time of the practical exam.
3. Students involved in ‘Unfair means’ including cheating, tempering with equipment, chatting will be asked to leave the laboratory and their practical examination will be CANCELLED.

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4. All the students have to come in a formal dress on the day of practical/Clinical examination.
5. An external examiner will be conducting Viva hence it is student responsibility to come prepared for the Viva-Voce.
6. All the students must bring complete Lab file/Project report on the day of practical/project examination.

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Code of Conduct of University Library for the students/Staff.

1. Every staff / student of the college is eligible for membership of the library.
2. Silence must be observed in the library.
3. Personal belongings are not allowed inside the library.
4. The library can be utilized by the students and staff from 10 A.M. to 5.P.M. on workingdays.
5. Misbehavior in the library/in study room will lead to cancellation of admission/Membership and serious disciplinary action will be taken against the concerning student/s.
6. All students/staff should sign the entry register of the library, before entering.
7. Students must handle the book/s very carefully.
8. All students should note that, Library Cards are not transferable. If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay the same cost of the book as fine.
9. Every student must satisfy themselves as to whether the books which they intend to borrow are in good condition or not, before leaving the issue counter, otherwise the student will be responsible for any loss or non return of books issued him/her.
10. Members/students are not permitted to underline, write in, folding / tearing of pages or defaced books in any way whatsoever.

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Code of conduct for Transport Users

The University maintains transport vehicles to support the travel needs of employees and students.

- 1) Students should come to the boarding point at least 5-10 minutes before the scheduled time.
- 2) Parents/guardians are advised to educate their wards about the transportation laws/safety and security and ensure that their wards follow them while using the university transport.
- 3) Students should report to the authorities regarding any offense or offense on the driver's part.
- 4) The student must maintain cleanliness while using the University vehicle.
- 5) The transport Officer shall inform the Committee about the behavior and conduct of vehicle drivers and passengers if any issue is reported.

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**SRM University Delhi-NCR, Sonapat, Haryana
Accommodation Policy- 2022**

1. Introduction
2. Eligibility for the Accommodation
3. Code of Conduct
4. University Accommodation
 - 4.1 Faculty/Staff Accommodation
 - 4.2 Boy's Hostel
 - 4.3 Girl's Hostel
 - 4.4 Guest House
 - 4.5 Warden's Accommodation

5. The Allotment Committee

6. Mess Committee

1. Introduction

The University has a comprehensive accommodation policy and procedure that ensures university employees/students who wish to avail University accommodation.

2. Eligibility of Accommodation

- An employee shall not be entitled to University accommodation if they own a house within 10 km of University peripheral.
- Services that fall under the essential services category shall have priority over others for the University accommodation.

3. Code of Conduct

There are some basic codes of conduct to stay in the University-owned accommodations:

- All the occupants must treat other occupants with respect, dignity, and courtesy.
- Each occupant must respect the privacy of other occupants.
- Fighting, Violence, Sexual harassment, verbal abuse, insults, threats, etc. are treated as indiscipline acts, and occupants may be expelled.
- The use/ possession of alcohol/ drugs is strictly prohibited within the campus, and punitive action shall be taken, including suspension from the job/ program.





- The occupants can't keep any kind of weapons,
- The occupants must not play music/TV/ other instruments at a high volume.
- The occupants are not allowed to celebrate Birthday parties or organize parties unless written permission is taken from the competent authority.
- The occupants can't keep PETs. Any exceptions may be made with written permission from the competent authority.
- Occupants shall not allow unauthorized guests . Any exceptions may be made with written permission from the competent authority. ,
- The allottee shall maintain the fitting and fixtures of the premises during his/her possession.
- Any kind of construction is not permitted in the allotted accommodation.
- The occupants shall be responsible for any damage they cause while staying in the University accommodation.
- Allotted accommodation is not permitted for other purposes like shop/coaching center, etc.
- University is not responsible for the damage/ theft/loss of any personal property.
- The occupants shall be allowed the allotted premises for maintenance/ inspection purposes as per instructions from the competent authority.

4. University Accommodation

It is not a residential University, though it is committed to providing accommodations to its Faculty, Staff, or Students.

4.1 Faculty/Staff Accommodation

- University has 2BHK flats (fully furnished) within the campus, which shall be available
- from 2023 onwards.
- University assists in finding out accommodation in the nearby vicinity.
- Bachelor faculty/staff may avail the University Boy's/Girl's Hostel (as per the gender) on
- a payment basis.

4.2 Boy's Hostel

- University boy's hostel is available within the campus, and it is as per the International
- parameters,
- The boy's hostel has single / double occupancy with an attached washroom.
- The boy's hostel has limited seats, so a first-come, first-serve basis allotment process is
- followed.

4.3 Girl's Hostel

- The University girl's hostel is available within the campus, and it is as per the International parameters.
- The girl's hostel has single / double occupancy with an attached washroom.
- The girl's hostel has limited seats, so a first-come, first-serve basis allotment process is followed.

NOTE: Hostel rules are available separately.

4.4 Guest House

- The University has a guest house in the nearby vicinity.
- The guest house is available only on advance booking/information with due permission of the competent authority.

4.5 Warden's Accommodation

- Both the Hostel Wardens (Girl & Boy) are entitled the free accommodation.
- The Wardens are not allowed to organize parties in their accommodation.
- Warden's term is for a period of one Academic year (from July to June).

5. The Allotment Committee

There shall be an allotment committee that shall be responsible for fair and transparent allotment of accommodation. The constitution of the committee shall be:

- The Vice-Chancellor- Chairman
- Registrar-Member
- Deans/ Associate Deans-Members
- Director-Administration-Member
- Account Officer- Member
- Wardens-Convener (in case of the hostel)
- Administrative Officer- Convener (in case of Faculty/Staff)



SRM University Delhi-NCR, Sonapat
LEAVE RULES-2022



1. Scope

These Rules shall apply to all University employees, whether employed in regular, temporary or contract service, except in the case of an Officer for whose appointment and condition of service some special provision and/or terms and conditions of service have been specifically laid down.

2. Definitions

- a) A "completed year of service" means continuous service of one year duration in the University and includes period spent on duty as well as leave including extra - ordinary leave unless otherwise provided.
- b) "Competent Authority" means the authority empowered by the Board of Management to grant leave.
- c) "Month" means a calendar month.
- d) "Holiday" means a holiday prescribed or notified as such by the competent authority.
- e) "Pay" means the monthly pay drawn on the day before the leave commences.

3. Right of Leave:

- a) Leave cannot be claimed as a matter of right. When the exigencies of service so demand, leave of any description may be refused or revoked by the competent authority.
- b) When an employee is recalled to duty before the expiry of his/her leave, such recall to duty shall be treated as compulsory except in the emergency cases duly approved by the competent authority. The period from the date on which he/she joins his/her post may be treated as on duty but he/she will draw leave salary only after he/she joins his/her post. Leave should always be applied for and sanctioned before it is taken except in cases of emergency and for satisfactory reasons.
- c) Prior approval for all kind of leaves must be taken in advance and a hardcopy of approved leave application must be submitted in the HR Office (with approved delegation hours) before proceeding on leave.

4. Leave shall not be granted to an employee:

- a) who is dismissed, removed or compulsorily retired from the University service by a competent authority;
- b) who is under suspension/notice period.

5. Commencement and Termination of Leave:

- a) Leave begins from the date on which it is actually availed of and ends on the day preceding on which duty is resumed.
- b) Sundays, or other holidays (except vacations) may be prefixed / suffixed to leave.
NOTE: Employee shall be present on the first and last working days of each term; in special circumstances any kind of leave except casual leave may be prefixed / suffixed to vacation/break with the permission of the competent authority.

6. Return to duty on expiry of leave:

- a) Except with permission of the authority who granted the leave, no person on leave may return to duty before the expiry of the period of leave granted to him/her.
- b) Beyond 3 (three) days of medical leave, an employee is required to submit his/her the medical cum fitness certificate, failing which he/she may be treated as loss of pay.

7. Absence from duty.

- a) An employee who remains absent after expiry of his/her leave shall not be entitled to any leave salary unless otherwise such absence has been regularized by the competent authority.
- b) Willful absence from duty for more than a week may involve forfeiture of appointment. [The employee may not be allowed to resume the duties while the case to declare his office as vacant is under process without prior permission of the Vice Chancellor].
NOTE: Provided that a reasonable opportunity to explain the reasons for such absence shall be given to the person before the subsection is invoked.
- c) When an employee does not resume duty, after remaining on leave for a continuous period of one year, he/she shall be deemed to have resigned and shall accordingly cease to be in the University service.

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8. Conversion of one kind leave into another kind: (Conversion of leaves can't be claimed as a matter of right)

- a) At the request of an employee the sanctioning authority may convert any kind of leave including extra-ordinary leave retrospectively into a leave of different kind which was due and admissible to him/her at the time leave was granted.
- b) If one kind of leave is converted into another, the amount of leave salary and allowances admissible shall be recalculated and any amount paid to him/her in excess shall be recovered and any arrears due to him/her shall be paid.

9. Leave to persons appointed on probation:

A person appointed on probation will, during the period of probation, be treated, for purpose of leave, as a temporary employee. However, if a person in the regular service of the University is appointed on probation to a higher post he/she shall not be deprived of the benefit of leave rules applicable to his/her regular post.

10. The following kinds of leave would be admissible to the members of teaching staff:

- i) Casual Leave (12 days , can't carried over to the next year)
- ii) Vacation Leave (14 days in a calendar year/ 7 days in a Semester)
- iii) Maternity Leave (26 weeks only after completion of probation period)
- iv) Medical Leave (5 days after completion of probation period)
- v) Duty Leave (maximum 7 days after completion of probation period)
- vi) Study Leave (maximum 2 years after completion of continuous service of 5 years)
- vii) Compensatory Leave.

11. The following kinds of leave would be admissible to the members of the non-teaching staff:

- i) Casual Leave (12 days , can't carried over to the next year)
- ii) Vacation Leave (14 days in a calendar year/7 days in a Semester)
- iii) Maternity Leave (26 weeks only after completion probation period)
- iv) Medical Leave (5 days after completion of probation period)
- v) Compensatory Leave.

12. Casual Leave

- i) The amount of casual leave that may be granted to teaching and non-teaching staff shall not exceed 12 (twelve) days in one calendar year, provided that in case of employees joining/leaving the University service during the course of a year, it will be granted on pro-rata basis.
- ii) Casual leave shall not be combined with any other kind of leave. However such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave. The total period of continuous absence on casual leave and public holidays/Sundays put together should not exceed 10 (ten) days. If it exceeds, then the entire period shall be counted as loss of pay. In extraordinary circumstances, the competent authority may relax the condition of loss of pay.
- iii) Casual leave cannot be carried over to the next leave year.
- iv) An employee on casual leave is not treated as absent from duty and his/her pay is not intermitted.
- v) Who shall be joining in mid of the calendar year, the casual leave may be granted proportionately.

13. Vacation Leave:

- i) Teachers and Staff are entitled for a vacation leave after completion of one year continuous service in the University. 14 (fourteen) days' Vacation leave will be available (7 days in each semester). An employee may also avail all the 14 days' vacation leave during summers, but needs to take prior permission for the same.
- ii) Dean of the Faculty concerned / Vice Chancellor may refuse vacation to a teacher if the exigency so demands. However, in such case the reasons of retaining the teacher/Staff shall be recorded by the Sanctioning authority in the form of a speaking order and his/her progress during the retention period shall be monitored.
- iii) Vacation shall not be carried over in the next calendar year.
- iv) If an employee's Vacation leave is cancelled by the Competent Authority, he/she will be entitled for the encashment of the leave equivalent to 50% of the days of cancelled vacation leave.

14. Maternity Leave:

- i) Maternity Leave up to two children may be granted up to 26 (twenty-six) weeks only after the completion of probation period in the university to the regular employees with prior approval after the submission of the required medical documents. Provided that normally total period of maternity leave including other types of leave should not exceed 06 months. An employee availing maternity

leave within rules i.e. up to 60 (sixty days) days shall be allowed to join duty on the expiry of Maternity Leave.

- ii) No maternity leave shall be allowed on the birth of third living children in such cases, however, leave of other kind due may be allowed.
- iii) Female employee who has already two living children before her entry in University service is not entitled to the benefit of maternity leave. In such cases also, the leave of the other kind due may be granted.

NOTE:

- a) The 50% of the salary shall be paid (during the maternity leave) while one is on the leave and remaining 50% salary will be released after joining of the service in 2 (two) months.
- b) Maternity leave with pay may also be granted (only twice) in case of miscarriage or medically terminated pregnancy, subject to the condition that the leave, applied for, 45 (forty-five) days and the application is supported by a medical certificate.
- c) If an employee wants to resign after availing the maternity leave, she must serve the University one month notice period.

Explanation: For the purpose of this clause the term "week" means a cycle of 7 (seven) days including Sundays. All holidays or vacations falling during the period of maternity leave shall be included therein.

15. Medical Leave

- i) An employee shall be eligible for Medical Leave under special circumstances, such as injury in the body or serious disease forcing him/her on bed rest. However the competent authority will examine seriousness of incidence and his/her decision will be final.
- ii) Five (5) days Medical Leave with full pay shall be admissible to an employee in a calendar year on the basis of medical certificate of the District Hospital or duly recognized private hospital. Medical leave if not availed will be accumulated for three years up to the maximum of 15 (fifteen) days. Therefore, number of medical leaves accumulated, at a given point of time, will not exceed 15 (fifteen) days.
- iii) The employee will be required to submit his/her medical cum fitness certificate at the time he/she resumes his/her duty. **Medical certificate shall not be required if the leave is up to 3 days.**
- iv) Sundays, holidays and off days falling in between the leave shall be counted as a part of the Medical Leave.

16. Duty leave (not applicable to non-teaching staff)

- i) Duty Leave not exceeding 7 (seven) days in a calendar year may be granted to a faculty depending upon academic requirement (there has to be an official invitation and has to be approved by the competent authority).
- ii) The competent authority may at his/her discretion grant duty leave in excess of 7 (seven) days on the merit of each case.
- iii) Duty leave cannot be accumulated nor can it be combined with any other kind of leave. It may be combined with holidays or the vacation.
- iv) The duty leave admissible to a person joining/leaving the University service during a calendar year will be on pro-rata basis.

17. Study Leave (without pay):

A member of the faculty/staff who has completed 5 (five) years active service in the University may be allowed to apply to another University or a Government or a similar body, in India or abroad, through the Vice Chancellor for higher studies or for research, with or without a scholarship, fellowship or financial aid. If the same is granted he/she may be allowed Study Leave (without pay) up to 2 (two) years by filling a bond for serving the University equivalent to his/her leave period (after rejoining).

18. Compensatory Leave:

Compensatory Leave will be granted only for working over 6 (six) hours on Sunday and Holidays (as per holiday list). The Compensatory Leave shall not be applicable in the case of Assistant Registrar and above for non-teaching staff and Associate Professor and above for teaching staff. However, in the event of the deployment of faculty and staff on special duties like Admission/Entrance Tests and other important institutional events and functions falling on Sundays and Holidays, they shall be granted Compensatory Leave with the approval of the competent authority. **The validity of COL shall be for 2 (two) months only. In case of Construction people, the validity of COL shall be of 6 (six) months (looking into their nature of job).**

19. General:

- i) A leave account shall be maintained through the Hard copy/ERP by the HR Office.
- ii) A University employee who is dismissed or removed from the service, if reinstated is entitled to count former service for leave.
- iii) An employee, on leave, may not take up any service or accept any employment, without obtaining the previous sanction of the competent authority whether the proposed service or employment lies in India or outside.
- iv) Every University employee, proceeding on leave, must record on his/her application for leave, the address at which the letters will find him/her during leave. Subsequent changes in address during leave, if any should likewise be intimated to the competent authority.
- v) Unless otherwise specified in these rules and **except in the case of casual and medical leave all applications for leave should be made at least 07 days before the date from which leave is applied for.**

20. Physical Fitness for Efficient Discharge of Duties:

The appointing authority shall have power to require a University employee to appear before a Medical Board to test his/her physical fitness for the efficient discharge of the duties of his/her post, whenever it has reason to believe that University employee is not physically fit to carry out his/her duties satisfactorily. The University employee concerned shall, however, have a right of appeal to an appellate Medical Board, against the decision of the first Medical Board.

NOTES:

- 1. The Leave Policy will supersede all the earlier leave rules policies of SRM-UH.
- 2. This Leave Policy is effective from 1st May 2022.
- 3. The above mentioned Leave Policy is subject to the amendments as and when needed as per the SRM Group/ Management.

IN ADDITION TO THE ABOVE LEAVE RULES THE BOARD OF MANAGEMENT MAY, IN EXCEPTIONAL CASES, GRANT FOR THE REASONS TO BE RECORDED, OTHER KINDS OF LEAVE, SUBJECT TO SUCH TERMS AND CONDITIONS AS IT MAY DEEM FIT TO IMPOSE.

OR  